
MINUTES OF ANNUAL GENERAL MEETING

MARINA HEIGHTS CTS 10919

DATE & TIME 3:30 PM FRIDAY 19 SEPTEMBER 2025

LOCATION OFFICE OF KBW COMMUNITY MANAGEMENT PTY LTD MEETING ROOM, 120 BRISBANE ROAD, MOOLOOLABA

PRESENT

Jill Robinson – Lot 1

Shyam Sunder – Lot 2 via Teleconference

ALSO PRESENT

Jared Smith KBW Community Management Pty Ltd

APOLOGIES

Nil

PROXIES / POA / CO NOMINEES

Nil

VOTES IN WRITING

Nil

CHAIRPERSON

Jill Robinson

QUORUM

The Chairperson declared that a quorum was present and opened the meeting.

1 CONFIRMATION OF MINUTES OF PREVIOUS MEETING & RESOLUTIONS ORDINARY RESOLUTION

That the Minutes of the last General Meeting held on the **20 September 2024** and Resolution/s, as outlined below, and as previously forwarded to owners, be confirmed as a true and correct record of the meeting and resolution/s by the Body Corporate and/or Committee.

Resolution/s of the Body Corporate Committee by - VOC	02.01.25, 19.06.25
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MOTION CARRIED

Votes: Yes 1 No 0 Abstain 1

2 ADOPTION OF FINANCIAL STATEMENTS ORDINARY RESOLUTION

That the 'Special Purpose Financial Statements' prepared by the Body Corporate as a non-reporting entity, which includes the Statements of Income and Expenditure and Assets and Liabilities for the year ending **31 July 2025**, be approved and adopted.

MOTION CARRIED

Votes: Yes 2 No 0 Abstain 0

CONTINUATION AGM MINUTES 19.09.25

3 NON-AUDIT OF ACCOUNTS FOR ENSUING FINANCIAL YEAR SPECIAL RESOLUTION
 That the books and accounts of the Body Corporate in respect of the **ensuing** financial year ending **31 July 2026** shall **not** be audited.

Note: If you **want** the accounts to be audited, vote "NO". If you **do not want** the accounts to be audited, vote "YES".

MOTION CARRIED

Votes: Yes 2 No 0 Abstain 0

4 APPOINTMENT OF AUDITOR ORDINARY RESOLUTION
 That the Body Corporate's statement of accounts for the financial year **1 August 2025** to **31 July 2026** be audited by **Complete Business Advisory**, Chartered Accountants, Birtinya.

MOTION WITHDRAWN AS BODY CORPORATE BOOKS AND RECORDS ARE NOT BEING AUDITED

5 ADMINISTRATIVE FUND BUDGET & LEVIES ORDINARY RESOLUTION
 That the proposed **Administrative** Fund Budget as outlined below be adopted and levies set accordingly, or as otherwise determined by the meeting, payable by **half yearly** instalments, with dates for payment as set out in the table below. (See separate Lot Budget Summary report for details).

Net Budget Total	\$28,482.00
Due Date	01 December 2025
Due Date	01 June 2026

MOTION CARRIED

Votes: Yes 2 No 0 Abstain 0

6 SINKING FUND BUDGET & LEVIES ORDINARY RESOLUTION
 That the proposed **Sinking** Fund Budget as outlined below be adopted and levies set accordingly, or as otherwise determined by the meeting, payable by **half yearly** instalments, with dates for payment as set out in the table below. (See separate Lot Budget Summary report for details).

Net Budget Total	\$13,000.00
Due Date	01 December 2025
Due Date	01 June 2026

MOTION CARRIED

Votes: Yes 2 No 0 Abstain 0

CONTINUATION AGM MINUTES 19.09.25

7 INSURANCE APPROVAL **ORDINARY RESOLUTION**

That the insurance policies for the period **ending on 14 December 2025** as set out on the Insurance Schedule attached to the meeting material be considered and that the Body Corporate Manager be authorised to renew the insurance policies for the following year **commencing 14 December 2025**, according to arrangements approved by the meeting; including authority to:

- a. Increase the Sum Insured for Building Replacement by the amount as may be recommended by the Insurer.

MOTION CARRIED

Votes: Yes 2 No 0 Abstain 0

ELECTION OF COMMITTEE

It was resolved that the following representatives will form the committee positions as indicated below:

CHAIRPERSON	Jill Robinson
SECRETARY	Robert Matthews*
TREASURER	Shyam Sunder
COMMITTEE MEMBERS	Nil

Note: * Nominated in their absence or are a continuing committee member.

In accordance with the Body Corporate Management Agreement, the Body Corporate Manager is authorised to perform the duties of Secretary and Treasurer.

OTHER MATTERS

At the conclusion of the formal agenda, Owners discussed matters of a general nature requiring attention at the building (being within the powers of the Committee to deal with same), and **RESOLVED** the following be noted or attended to as determined by the meeting: -

1. **Leak – Unit 2**
Owners present discussed the ongoing leak to unit 2's living area & agreed for Benchmark Building & Construction to be assigned to investigate the issue with Alice Griffiths, Property Manager for unit 2, as a site contact for access.
2. **Roof Balustrade Replacement**
Owners discussed the roof balustrade panel which came loose & fell off the building during high winds earlier this year. KBW had sent through a quotation to owners for a full balustrade replacement, with contactors advising they will not quote on replacing one panel only due to updated safety regulations. Shyam Sunder, owner of unit 2, advised he does not want to proceed with the quotation received & would like the replacement quoted with a list of specifications that he will provide; Shyam will also make contact balustrading contractor for an additional quote.

MEETING CLOSED AT 4:00PM.

On behalf of the Body Corporate Manager
Jared Smith/ss
MARINA HEIGHTS CTS 10919
C/- KBW Community Management Pty Ltd
120 Brisbane Road
Mooloolaba Qld 4557

md

MARINA HEIGHTS CTS 10919

18 Marina Walk Alexandra Headland Qld 4572

ANNUAL BUDGET

	ACTUAL 01/08/24-31/07/25	BUDGET 01/08/24-31/07/25	BUDGET 01/08/25-31/07/26
<u>ADMINISTRATIVE FUND</u>			
<u>INCOME</u>			
Levies - Administrative Fund	34,898.64	34,898.63	35,602.50
Discount - Admin Fund	(6,979.74)	(6,979.73)	(7,120.50)
<u>TOTAL ADMIN. FUND INCOME</u>	27,918.90	27,918.90	28,482.00
<u>EXPENDITURE - ADMIN. FUND</u>			
Archive Fee	17.00	17.00	17.00
Tax Agents Fee	220.00	220.00	220.00
Kbw Body Corp Admin Fees	791.00	791.00	823.00
Cleaning Stairs Etc	1,300.00	1,400.00	1,400.00
Common Power	4,692.78	6,500.00	6,500.00
Grounds Contractor	5,128.79	5,300.00	7,000.00
Insurance	6,967.00	7,513.00	7,664.00
Pest Control	499.00	650.00	600.00
Disbursements	252.00	252.00	262.00
P P & S-Extras	224.93	300.00	300.00
R & M Building	811.00	1,200.00	1,200.00
R & M Gardens & Grounds	303.02	500.00	500.00
Pool/Spa/Sauna-Repairs/Mainten	649.26	1,000.00	1,000.00
R & M Pool Chemicals	466.50	500.00	500.00
Secretarial-Extras	0.00	660.00	440.00
Software Licensing Fee	55.35	54.00	56.00
Deficit Recovery	0.00	1,061.90	0.00
<u>TOTAL ADMIN. EXPENDITURE</u>	22,377.63	27,918.90	28,482.00
<u>SURPLUS / DEFICIT</u>	\$ 5,541.27	\$ 0.00	\$ 0.00
Opening Admin. Balance	(1,061.90)	(1,061.90)	4,479.37
<u>ADMINISTRATIVE FUND BALANCE</u>	\$ 4,479.37	\$ (1,061.90)	\$ 4,479.37
NUMBER OF UNITS OF ENTITLEMENT:		3	3
AMOUNT PER UNIT OF ENTITLEMENT:		\$ 11,632.8766667	\$ 11,867.5000000
DISCOUNT PER UNIT OF ENTITLEMENT:		\$ 2,326.5766667	\$ 2,373.5000000
NET PER UNIT OF ENTITLEMENT:		\$ 9,306.3000000	\$ 9,494.0000000

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18 Marina Walk Alexandra Headland Qld 4572

ANNUAL BUDGET

	ACTUAL 01/08/24-31/07/25	BUDGET 01/08/24-31/07/25	BUDGET 01/08/25-31/07/26
<u>SINKING FUND</u>			
<u>INCOME</u>			
Levies - Sinking Fund	16,249.98	16,250.00	16,250.00
Discount - Sinking Fund	(3,250.02)	(3,250.00)	(3,250.00)
<u>TOTAL SINKING FUND INCOME</u>	12,999.96	13,000.00	13,000.00
<u>EXPENDITURE - SINKING FUND</u>			
Electrical	1,176.50	0.00	0.00
<u>TOTAL SINK. FUND EXPENDITURE</u>	1,176.50	0.00	0.00
<u>SURPLUS / DEFICIT</u>	\$ 11,823.46	\$ 13,000.00	\$ 13,000.00
Opening Sinking Fund Balance	21,329.09	21,329.09	33,152.55
<u>SINKING FUND BALANCE</u>	\$ 33,152.55	\$ 34,329.09	\$ 46,152.55
NUMBER OF UNITS OF ENTITLEMENT:		3	3
AMOUNT PER UNIT OF ENTITLEMENT:		\$ 5,416.6666667	\$ 5,416.6666667
DISCOUNT PER UNIT OF ENTITLEMENT:		\$ 1,083.3333333	\$ 1,083.3333333
NET PER UNIT OF ENTITLEMENT:		\$ 4,333.3333334	\$ 4,333.3333334